



Workday Payroll Guidance for Managers

To ensure timely and accurate payroll processing, please note the timeline below and follow the recommended steps each payroll cycle.

Last Day (Thursday) of the Pay Period

Employee timesheets must be submitted by end of business (EOB).

Who Needs to Submit a Timesheet?

Hourly employees are required to enter time for all hours worked and **MUST** submit a timesheet to be paid.

Salaried employees are only required to enter a timesheet if certain conditions are met (per the [Enter and Submit Time Smart Guide](#)):

- They are not “active” the entire pay period. “Active” means that an employee is not terminated or on leave. That is, if an employee is not in “paid” status for an entire pay period, they will need to enter time.

Examples of this are:

- New hires after the pay period start date
- Terminated employees with termination date prior to the pay period end date
- Employees with a leave of absence effective during part of the pay period
- They worked extra hours (beyond their assigned/scheduled hours) and also had unpaid time off in the same pay period
- They are required to enter [Work Reporting Codes](#) during time entry.
- They are eligible to earn additional pay such as standby, call-back, shift differential
- They receive overtime during the pay period pursuant to any Governor’s Public Health Proclamation in effect.

How can employees determine whether they are Hourly or Salaried? Hourly vs salaried status is indicated on the compensation tab of the employee’s profile.

All Employees on Continuous or Intermittent Leave of Absence with unpaid or paid time-off during **part** of the pay period **MUST** have a timesheet submitted and approved that includes the applicable “time-off” with their existing Leave of Absence. A Manager or HRA must complete the timesheet on the employee’s behalf if he/she is unable to do so. (*Contact the DAS Leave Administration Team with specific questions: LOA@iowa.gov.*)

Friday after the Last Day of the Pay Period

Managers must approve timesheets and time off/absence requests by EOB. See [Reviewing and Approving Time Smart Guide](#).

If you have questions or need assistance, please contact WorkSmart Support: 833-WRK-SMRT (833-975-7678) or submit a ticket at WorkSmartSupport.iowa.gov.